

# Professional Development Grants from Washington State Library

## Bring in an expert

\$3,000 per year

## Send your staff

\$6,000 per year

\$1,000 per person



## What you need to know

### LSTA Priorities

Events must meet one or more

1. Expand services for learning and access to information and educational resources in a variety of formats, in all types of libraries, for individuals of all ages in order to support such individuals' needs for education, lifelong learning, workforce development, and digital literacy skills.
2. Develop library services that provide all users access to information through local, state, regional, national, and international collaborations and networks.
3. Provide training and professional development, including continuing education, to enhance the skills of the current library workforce and leadership, and advance the delivery of library and information services.\*
4. Establish or enhance electronic and other linkages and improved coordination among and between libraries and entities for the purpose of improving the quality of and access to library and information services.
5. Develop public and private partnerships with other agencies and community-based organizations.
6. Target library services to individuals of diverse geographic, cultural, and socioeconomic backgrounds, and to individuals with limited functional literacy or information skills.
7. Target library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children (from birth through age 17) from families with incomes below the poverty line.

\* *Number 3 must be a secondary priority, please select at least 1 other priority as well.*

### Matching funds

Professional Development (PD) grants work on a **matching** basis. We can provide up to 75 percent of the total cost of the event. Your contribution must be at least 25 percent of the total cost. Libraries serving a population of less than 5,000 are eligible for a waiver of the required match.


If you bring an expert to your library to train staff, we can offer up to \$3,000 per year. If you send staff to qualified events, we can grant up to \$6,000 per year, but never more than \$1,000 per person.


Claim reimbursements can't exceed the original granted amount. The State Library has final discretion in approval of applications. We reserve the right to decide the reasonableness of cost for an event.

## Deadlines

Funds are reimbursed after receipt of your claim with supporting documentation. You must claim reimbursement within 60 days of the event.

Submit the signed originals of your PD Grant Application plus one copy, *postmarked between 30 and 90 days* prior to the CE event, to the address below. Use the application appropriate to your situation and download it from the list below:

[Professional Development Grant for Library Staff](#)  is awarded and paid to a library to support employees attending a PD event.

[Professional Development Grant for In-House Training](#)  is awarded and paid to an organization to help cover costs associated with hiring a trainer to provide training to the organization's staff. Expenses related to bringing staff together for internal training are also eligible.

## Reimbursement

Submit claims following the reimbursement instructions; include all required documentation, PowerPoint or Video and your narrative report. Grant claims not received within 60 days after the PD event has ended will be cancelled if no extension has been granted. It is the responsibility of the grantee to request an extension, if needed, by contacting [wslgrants@sos.wa.gov](mailto:wslgrants@sos.wa.gov) prior to the deadline. You may also request replacement copies of your claim documents, should you need them.

The claim will be reviewed for allowable costs and proper documentation. The narrative and visual reports will also be reviewed prior to processing the reimbursement. If the narrative or visual report is lacking essential information or detail, or if documentation of expenses is insufficient, a request will be made to the applicant for more information before processing the claim.

Reimbursement will be made within 30 days from receipt of your claim, unless questions about the claim arise. If there are questions, we will contact you as soon as possible to discuss them with you so that your reimbursement will not be delayed. If you do not receive your reimbursement within this time, please contact [WSLgrants@sos.wa.gov](mailto:WSLgrants@sos.wa.gov).

For all PD Grants, organizations must provide their OFM-issued Statewide Vendor Number (SWV).

## Details

### What qualifies?

- Event registration.
- Trainer fees.
- Travel.
- Lodging, if the event is over 50 miles away. We reimburse at either government or conference rate.
- Required workshop materials (workbook, texts).
- Some substitutes.

### What doesn't?

- Conference meals, including author luncheons.
- Membership fees.
- Social activities.
- Credits or clock hours.
- Tours.

**For all questions contact**  
**[WSLgrants@sos.wa.gov](mailto:WSLgrants@sos.wa.gov)**